

**THE VIETNAM WALL EXPERIENCE
KINGWOOD MEMORIAL PARK
AUGUST 27 – 29, 2004**

A replica of the Vietnam War Memorial in Washington, D.C. will be on display at Kingwood Memorial Park in Lewis Center, OH on August 27, 28 & 29, 2004. Display will be open to the general public 24-hours a day during its stay.

Volunteers are URGENTLY needed beginning at 8am daily on the dates indicated to provide hospitality services and program assistance at the memorial.

Please review the attached volunteer needs and complete the attached information sheet to participate in this very special event. Information sheets may be returned via email at vietnamwall@schoedinger.com or fax to (614) 224-2687.

Please phone (614) 224-6105 should you have any questions or need any additional information.

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VOLUNTEER NEEDS

EVENT PREPARATION

- Assembling press kits
- Assistance with information distribution
 - Posters and flyers
 - Media announcements
 - Invitation distribution
- Document publicity efforts
- Collection of all pr and media materials
- Assistance in securing in-kind donations
- Assistance in picking up in-kind donations prior to event (i.e. programs, candles, ribbons, food, etc.)

ON-SITE ASSISTANCE WILL BE NEEDED IN THE FOLLOWING AREAS

- **Visitor Hospitality**
 - Greet visitors
 - Manage guest list
 - Distribute ribbons
 - Distribute programs/answer questions
 - Staff computer stations used for name location
 - Assist disabled visitors
 - Assistance in locating names on the wall
 - Distribute supplies to visitors wanting to make rubbings from the wall
 - Distribute candles for the candlelight service
 - Distribute water to visitors
 - Assist with any on-site family support services needs
 - Conduct tours
- **Crowd Control**
 - Rope off ceremony space
 - Assist with handicapped seating
 - Parking direction
 - Assist with on-site traffic control and parking
 - 24-hour surveillance

- **Site Maintenance**
 - Daily cleaning of panel faces and wall platform
 - Trash collection/clean up
 - Stock port-a-potties with tissue/hand sanitizer
- **Memento Collection and Recording**
 - Documentation of all items left at the wall
 - Collection of all materials to be place into the time capsule
- **Assist with First Aid Stations**
 - Set up and staffing of first aid stations
 - Ensure water is always on-site
 - Proper first aid materials
- **Administrative**
 - Volunteer check-in
 - Distribution of volunteer identification materials
 - Name badges
 - Parking certificates
 - Stock provided snacks/beverages in volunteer tent
 - Provide armband identification for security personnel
 - Assist any military personnel and dignitaries with location information, program and ceremony set-up and details

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VOLUNTEER INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (W) _____ Phone (C) _____

Please indicate group representation, if any:

Please indicate the area(s) and times you would be able to assist with your services below:

Area of Interest	Date(s) of Availability	Time Frame
Parking	_____	_____
Escorts (VIP's)	_____	_____
First Aid Station	_____	_____
Hospitality		
Program distribution	_____	_____
Handicapped Assistance	_____	_____
Name location / rubbings	_____	_____
Information station	_____	_____
General program assistance	_____	_____
Grounds Assistance		
Clean up	_____	_____
Monitoring	_____	_____
Memento Collection	_____	_____

The "Vietnam Wall Experience" Steering Committee welcomes you and appreciates the support you are offering and hope this occasion will offer life long memories.

PLEASE RETURN VIA EMAIL AT
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OR FAX (614) 224-2687